

From: Bell, Jennifer C. DPI
Sent: Wednesday, May 9, 2018 1:43 PM
To: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Cc: Test coordinators, high school principals, and DACs
Subject: WI Statewide ACT Aspire Assessment Update - May 9

Dear educators,

The Aspire test window closes this Friday, May 11. As of last night, 91% of students have completed statewide Aspire testing. Schools do not need to close test sessions. This will occur automatically at the conclusion of the Wisconsin testing window. Please see below for information about completing 2018 summative Aspire testing.

Paper Aspire test materials due back to ACT Aspire by May 18

Students who tested with Braille, large print, and American Sign Language, used paper tests for Aspire. Schools must schedule their own UPS pick-ups to return Aspire materials and answer documents. Paper tests must be received by ACT Aspire by May 18, so please schedule your own UPS pick up now if you have not already done so. Please refer to the [Test Coordinator Manual - Summative Testing](#) for instructions on returning paper materials.

Enter not tested codes by May 21

Not tested codes are entered in the Testing Accountability tab of the student profile page in the Aspire portal. It is easiest to wait until the May 14-21 window to enter not tested codes for Aspire. After May 14, ACT Aspire will have closed all test sessions, so all test coordinators will need to do is fill in the not tested reasons under the Testing Accountability tab on the student profile in the Aspire portal. [Here are instructions for entering the Aspire not tested codes](#). Not tested codes cannot be entered if a student is still in an active test session. For this reason, it is best to wait until May 14 - 21 to enter not tested codes.

Ensure all students have tested

- Use the Registered/Returned Report to view student progress in the Aspire Portal.
- To access the Registered/Returned Report go to Aspire portal, click on Summative Tests and choose Registered/Returned Report from the dropdown.
- This report displays the % of tests that are submitted to score. It updates overnight each night.
- Hover over an orange bar and numbers of tests scored is displayed. Click on an orange bar and progress for each individual student is provided in a list format. Remember this Report is not "live" but is updated overnight each night.
- Once drilled down to the student list in the report, there is an "Extract" button. This produces a report in .csv file format.
- Refer to [Aspire Portal User Guide](#) pp. 94-97 for details.

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk
General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actacoms@act.org
Aspire: 855-730-0400
<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell
608-267-7268
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Student Data

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Choice Program and Test Security Issues

Duane Dorn
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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.